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Director of Personnel

20 MAR. 1965

Director of Logistics

**Study of Central Processing Branch, Office of Personnel, and
Passenger Movement Branch, Office of Logistics, Traveler
Processing Functions and Relationships**

1. In accordance with an oral agreement reached between the Deputy Director of Personnel and the Deputy Director of Logistics, a study has been made of Agency traveler processing functions performed by Central Processing Branch (CPB), Office of Personnel (OP), and Passenger Movement Branch (PMB), Office of Logistics (OL). The study was to determine whether there was a duplication of functions and whether or not a merger or realignment of functions would result in a more efficient traveler processing activity.

2. This study has now been completed and the conclusion reached that processing functions performed separately by CPB and PMB, while related, are not duplications. Further, it has been determined that a merger and consolidation of traveler processing activities would probably result in a more efficient operation and manpower savings could be realized accordingly.

3. To effect the referenced merger, the following two alternative proposals are offered for your consideration:

a. Transfer of the Personal Property Section of PMB comprising six positions and incumbents together with the functions and responsibilities relating to shipment and storage of personal effects to CPB. The OL would continue to assist by providing (1) SL careerists for these positions requiring Transportation Technicians; (2) Transportation Staff advice and assistance as requested. Any personnel savings to be achieved thereafter would be dependent upon your desires and directed organization.

b. Transfer of the CPB positions, functions and responsibilities to the OL. It is anticipated that this merger

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would, in time, produce a personnel saving of four positions related to transportation activities.

4. Your comments or acceptance of either of the above alternatives are requested.

/s/
ALAN M. WARFIELD

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